

COUNCIL SERVICES AND RECORDS MANAGER

DEFINITION:

Under administrative direction of the City Manager, the Council Services and Records Manager provides responsible staff support to the City Council, City Manager and various Boards and Commissions; acts as custodian of official City records and directs the development and implementation of a comprehensive City-wide records management system; and acts as the Filing Official/Officer for the Fair Political Practices Commission.

CLASS CHARACTERISTICS:

This is an Executive Management level position, responsible for directing, planning, and organizing the work of the Council Services & Records Manager/City Clerk's Office through subordinate staff. This class fulfills a dual role in the City's administrative structure. The Council Services and Records Manager follows-up on requests, conducts studies, completes projects, and prepares reports and maintains records as requested by both the City Manager and City Council. Successful performance of the work requires the ability to independently manage subordinate staff and implement programs in conformance with general policy guidelines, standards, appropriate laws, codes and regulations. In addition, the Council Services and Records Manager serves in the role of Deputy City Clerk, in the absence of the elected City Clerk.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Council Services & Records Manager/City Clerk's Office.
2. Plan, organize, assign, direct, review and evaluate activities and subordinate staff. Responsible for the morale and productivity of Office staff.
3. Interpret City and Office policies and procedures for subordinate staff.
4. Prepare and direct the distribution of Council agenda materials.
5. Attend City Council meetings, take notes, and prepare minutes of proceedings.
6. Follow-up, as requested, after Council meetings to ensure that appropriate actions are taken, questions answered and individuals notified.

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7. Develop and maintains a City-wide, computer-based records management system.
8. Official custodian of public records such as ordinances, resolutions, contracts, deeds, agreements, and other official documents and materials.
9. Maintain an effective working relationship with other City departments, County offices, State and Federal agencies involved in the typical activities of the Council Services & Records Manager/City Clerk's Office.
10. Provide services, as requested or required by the City Council. Serves as contact person for communication to and from Council members to staff and others. Provide logistic services; including making reservations for travel, conferences, and meetings.
11. Plan and coordinate the conduct of municipal elections; working with the Santa Clara County Board of Supervisors and Registrar of Voters' Office for consolidation of municipal elections; including the distribution and processing of election documents and coordinate official filings for FPPC documents.
12. Manage complex timelines and work schedules.
13. Prepare and administer the annual work plan and budget for the City Council and Council Services & Records Manager's Office.
14. Provide staff assistance to the City Manager, including representing City Manager in meetings with the public, obtaining information from various departments and conducting studies and projects related to any City function as directed.
15. Coordinate Office activities with those of other City departments to ensure completion of work.
16. Certifies copies of official records.
17. Serves as Secretary to the Morgan Hill Redevelopment Agency and the Morgan Hill Wastewater Facilities Financing Corporation Board.
18. Ensure compliance with all Federal, State, County and City regulations.
19. Supervise the City's Passport Acceptance Facility.
20. Maintain and update the City's Municipal Code.
21. Accept legal documents on behalf of the City.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Maintain lists of all appointive personnel.
2. Accept and direct the processing of incoming/outgoing mail.
3. Serve as Office Manager for the Administration Department and train and direct the work of office support staff.
4. May serve as Acting City Manager in City Manager's absence.
5. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. The functions and role of a Council/Manager form of government, and the organization of typical services provided by a municipal government.
2. Records management and filing principles and practices.
3. Standard office administrative practices and procedures, including business letter writing and business mathematics.
4. Correct English usage, including spelling, grammar, punctuation and vocabulary.
5. Budgetary practices and principles.
6. Election procedures and current FPPC requirements.
7. Supervisory principles and practices.
8. Program evaluation principles and methods.
9. Knowledge of legislative procedures and ability to interpret laws.

Skill in:

1. Providing varied administrative support to the City Council, the City Manager and the Redevelopment Agency.
2. Personal computer operations and office software applications.

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3. Conducting analytical studies, evaluating alternatives and making sound recommendations.
4. Organizing and maintaining a variety of files, including a computer-based records management system.
5. Composing resolutions, minutes, correspondence and preparing other written materials from brief oral or written instructions.
6. Analyzing situations accurately, using independent judgment and adopting effective courses of action.
7. Using tact and discretion in establishing effective working relations with City Council, staff, and others.
8. Organizing work, setting priorities and following-up on matters and meeting critical deadlines.

Ability to:

1. Use initiative and sound independent judgment within established guidelines.
2. Communicate orally and in writing in a clear, concise and convincing manner.
3. Interpret and explain complex ordinances, rules and policies.
4. Interact with a diverse community, the media, City staff, and elected officials and representatives of other government agencies.
5. Apply information system technology to the operations of the Council Services and Records Management/City Clerk's office.
6. Analyze and evaluate existing and new service delivery methods and operating procedures.
7. Perform duties with a high attention to detail.

JOB REQUIREMENTS:

1. Graduation from a four-year college with a Bachelor's degree in public administration, political science, or other related field of study.
2. Significant professional experience which has included five years experience as a City Clerk or equivalent management level position involving public

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administration, public contact and supervising subordinate staff.

3. Possess a “Certified Municipal Clerk” or “Master Municipal Clerk” certificate from the International Institute of Municipal Clerks Association or equivalent.
4. Possession of a valid California Class C driver’s license in accordance with adopted City driving standards.
5. Notary Public is highly desired.
6. Bilingual in English/Spanish is highly desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Fax machines
5. Tape recorders
6. Automobile
7. Telephone
8. Keys to City locks
9. Gasoline pumps

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Speed in using office equipment
7. Lifting up to 20 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 80% of the time
2. Outdoors: varying conditions, 20% of the time
3. Noise level: conducive to office setting
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels